

Organizational Skills Tips

1. Make sure you have the right supplies. Here is a checklist of basic supplies:
 - a binder or notebook for each class, or a multi-subject binder with dividers
 - a folder for each class— clearly labeled and color coded to match the binder, notebook, or divider tab
 - an all purpose folder
 - an assignment pad or student planner, preferably one which is coordinated with the school calendar
 - an adequate supply of pencils, pens, and paper
2. Sort out your all purpose folder every night. It comes home with papers/handouts and returns to school *empty*.
3. Do not draw a dark line through an assignment when you complete it. Just make a light check mark, so you will be able to read the assignment later.
4. Pack your backpack at night and avoid last-minute morning scrambles.
5. Have the phone number of at least two others in each class written in your assignment book or at home, so you will have someone to call in case you are absent or unsure of an assignment.
6. Keep your locker as neat as possible. Write the combination down in a few places.
7. Take what you need from your locker for a few classes at once, so you don't have to keep running back after every period.